SUNY ORANGE

FIELD OBSERVATION/PLACEMENT RESPONSIBILITIES

- The Student Observer will make contact with the Host Teacher after completing the Field Placement Survey online at www.sunyorange.edu/education, communicating with the Field Placement Coordinator and receiving the Field Placement folder in class. Late registrants should contact the Field Placement Coordinator immediately at 341-4486.
- The student will arrange observation times and dates with the Host Teacher.
- The Host Teacher/Student Observer Agreement/Attendance Sheet will be used for attendance. It is the responsibility of the Student Observer to submit the completed form to the SUNY Orange Instructor upon completion of observation hours.
- Any changes to the student’s placement site or host teacher must be approved by the Field Placement Coordinator and/or the SUNY Orange Instructor before any changes are made.
- Special requests for placement must be approved by the Field Placement Coordinator before arrangements are made with the host school. The student must make the request in writing to the SUNY Orange Instructor. The Field Placement Coordinator will then contact the host school and notify the student of the decision.
- The Student Observer may choose to do one series of observations at his or her place of employment if it is an approved Field Placement Site. It is recommended the student observe in a room other than the one in which the student works. The student may observe at the place of employment only once per semester. If the student’s place of employment is not already an approved Field Placement Site, the student must contact the SUNY Orange Instructor and Field Placement Coordinator, in writing, for approval.
- The Student Observer must respect confidentiality in the classroom. If the student has a concern about something that happens in the Host Teacher’s classroom or school, the student must speak privately to the SUNY Orange Instructor or the Field Placement Coordinator.
- The Student Observer must follow any sign-in procedures established by the host site.
- The Student Observer will dress and act in a professional manner.

Katherine Sinsabaugh
Field Placement Coordinator, SUNY Orange
341-4486 Phone
341-4091 Fax